

JOB ANNOUNCEMENT

Hyde County Health Department

Position: Accounting Clerk IV

Position No. 481-04-302

Salary Range: \$24,189 - \$35,707

Description: This position primarily performs office and technical duties related to accounts receivable for home health services as well as problem identification and resolution for accounts receivable. Billing functions for clinical services as well as administrative support to nursing staff and home health staff are required.

Work Schedule: Hours are primarily Monday through Friday 8:00 a.m. to 5:00 p.m. with one hour for lunch.

Minimum Training and Experience: Graduation from high school and demonstrated possession of knowledge, skills and abilities gained through at least two (2) years of office assistant/secretarial experience; or an equivalent combination of training and experience.

Special conditions for employment: Prior to employment, the successful applicant will be asked to submit to pre-employment screenings. Applicants must possess a valid NC driver's license.

Deadline for submission of applications: March 25, 2015

To apply, submit original, signed and dated State Application (PD 107) to:

David Howard, Health Director
Hyde County Health Department
P O Box 100
Swan Quarter, NC 27885

An Equal Opportunity Employer